***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, May 4, 2015, 3:10 – 5:00**

**Location: Derryberry’s room**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Libby Note taker: Jennifer Copley Time keeper: Julie Burckhard

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| **Topic** | ‡**Notes** |
| **Get ready, Get Set** | Department chairs regularly scheduled meeting would be the first Monday in June, 3:10-5:00 PM. |
| **Departmental Announcements**  . | **Social Studies**: Government classes will not complete Senior Service Day this May. For more than two decades, with the assistance of dedicated volunteer teachers, Senior Service Day provided meaningful assistance to nonprofits in the community. However, the day cost Hellgate about $2000 each year for buses and substitute teachers. With increasing demands on funds, government teachers will begin a new tradition. In odd numbered years, they will take seniors to the State Legislative Assembly, and in even-numbered years, they will organize a senior service experience.  **Visual Arts:** Senior Showcase ended on a positive note with about 150 visitors.  **Performing Arts:** Drama II and III perform this week. On May 13 the famous “Pops” concert performs at 7:00 PM. Ice cream, soda, and cookies will be served as top music groups from band, orchestra, and choir entertain. End-of-year band concerts follow later in May.  **Special Education:** Special Education is working on 8th Grade transitions and helping to organize the Special Olympics. They still need Hellgate groups to assist by adopting Special Olympics teams.  To adopt a team means to agree to talk to a contact person from entering teams, and then to find ways to welcome that team to Missoula and support the team during ceremonial and competitive events, May 19 to May 22. Hellgate Band will join Big Sky Band for the opening ceremonies at UM on May 20. If you have a student group that wants to get involved, contact Gail Compton.  **Title I:** Teachers can access freshmen Reading Plus assessment scores on “Q.” A 9.5 score means skill commensurate with Grade 9, half way through the year. Only students in the freshmen English Special Education class were not tested. Testing will continue for incoming freshmen at the end of each semester. We will monitor students for growth over time.  The Title I Team is meeting and finalizing the budget for 2015-2016 when Hellgate becomes a school wide Title I School. The team will share a draft of its budget proposal and explanation about what it means to be a school wide Title I School.  **Library**: Librarians warn us that the District Tech Committee may be asking for an inventory of classroom equipment. In addition, the library is making end-of year purchases, trying to fill all known department requests.  All seniors must come to the library to check out before graduation.  **Business:** The department just completed “Financial Literacy” month and thanks teachers who tried financial literacy modules. Like the Family and Consumer Sciences Department, the Business Department is busily working on Perkins grants for next year.  **Counseling Department:** Counselors will soon announce about ten additional scholarships, so please encourage seniors to apply.  Monday was an especially busy day in counseling area as students lined up for help with serious problems including suicidal ideation, runaways, and other emotional problems.  **Administration:** Lisa will soon call a meeting of new staff to explain end-of-year checkout procedures.  Students are already requesting early checkout. Each student asking for early checkout must meet with Lisa, presenting a plan for work completion. Students must know that they may lose grade points for early withdrawal as teachers are not required to restructure classes to benefit students whose families decide to withdraw them early. The school calendar has been out for two years.  For its 1200 students, Hellgate may be billed approximately $3600 (up from $3000 this year) for the TurnItIn program. Paying for Turnitin would take 18% of the Teaching and Learning Budget (Central Administration), so participating schools will be asked to come up with the funds to keep the program going. At the next department meetings, departments will be asked to talk about whether or not the program has utility, and if Hellgate should continue the Turnitin program. |
| **Google Fest Presentation** | Hellgate’s GAFE Cadre (Google Applications for Education) presented to the Department Chairs a program they developed and presented at the GAFE Cadre Training.  To get Google training and help Hellgate qualify for a Google Chrome cart with 30 computers, Lisa Hendrix, Beth Cole, Julie Burckhardt, Shaun Gant, and Jennifer Copley attended 24 hours of Google Applications for Education training. Lindsay Thompson filled in for one full Saturday and did major work on the group presentation. (Lindsay also built a Google website for the Social Studies Department.)  Having fulfilled requirements, the Social Studies PLC will receive the first Chrome Cart. When PLCs get GAFE training, Lisa Hendrix will write grants to help fund their Chrome Carts/Chromebooks. Interested PLCs must provide a space for safe storage and sharing, organize management of the Chrome Carts, and develop curriculum plans for use of the Chrome Carts. A model department contract for PLCs is now available.  Jennifer introduced the model contract, and Lindsay showed how Google Apps can be used to help PLCs and individual teachers enhance their instruction! |
| **Master Schedule Update** | On it first run, the class/student “loader” enabled 86.4% of students to fill their class requests. We will again run the “loader” on May 8, aiming for a 90% match of students to requested classes. The remaining 10% of class requests must be hand-scheduled by counselors.  Expect counselors to schedule meetings with students so necessary schedule adjustments can be made over the next three to four weeks. Counselors will first place incoming seniors, and then incoming freshmen. (There have been shortages of classes for incoming freshmen!)  The benefit to all will be a more orderly August and September. In the fall, students will not be allowed to make changes for any except the most grave of reasons. Our fall classes can begin more smoothly! |
| **School Goal Update** | In 2015-2016, Hellgate will continue to develop the same goals we targeted in the current school year. We will, however, integrate into the 2015-2016 goals major suggestions made by the Great Falls evaluation team, updating in our three areas of focus.   * MBI: Steering Committee to complete during a one-day work session * PLC: Lisa to complete with suggestions from last month’s small group work. * Distributive Leadership:Lisa to complete with suggestions from last month’s small group work. |
| **IB Master Schedule**  **Update** | Departments chairs discussed several ways to make the schedule better fit the needs of IB students and classes. |
| **PLC Meeting Agenda Reminder** | PLCs are reminded to complete end-of- year tasks.   * Review of SMART Goals for each content collaboration team * Description of progress made during the 2014-15 year * Outline of possible goals for 2015-16 year   PLCs are encouraged to use the PLC progress monitoring documents (Rubric/List) found on the server. |

\*Times adjusted to reflect actual discussion time given during the meeting.

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.